Parties to the Agreement	ATTACHMENT A

LWDB	
CEO Name(s)	

Required Partners

Partner Name	Program	Program Authority
		Adult Education and Literacy (WIOA 121(b)(1)(B)(iii)) – Title II
		Community Services Block Grant Employment & Training Programs (42 USC 9901 *et seq.*)
		Department of Housing and Urban Development (HUD) – Employment and Training Programs (WIOA 121 (b)(1)(B)(xi))
		Career & Technical Education Programs - Postsecondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
		Rehabilitation Act, Title I, Parts A & B – Rehabilitation Services Commission (29 USC 720)
		Social Security Act – Part A, Title IV (TANF) (42 U.S.C. 601 et seq.), subject to subparagraph (C)
		Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 USC 3056)
		Trade Act Title II, Chapter 2 – Trade Adjustment Assistance (TAA) (19 USC 2271)
		Unemployment Insurance (UI) – (5 USC 85) (ORC Chapter 4141)
		WIOA Title III – Wagner-Peyser Act Programs (29 USC 49)
		WIOA Title I – Adult, Dislocated Worker, and Youth Programs
		– Veteran's Workforce Programs – Chapter 41 of title 38, United States Code; WIOA 121(b)(1)(B)(viii)
		WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)
		WIOA Title I – Migrant and Seasonal Farm Worker Programs (29 USC 2912, 29 USC 2919)

Partner Name	Program	Program Authority
		WIOA Title 1 – Youthbuild – WIOA Section 171
		Second Chance Act of 2007 programs, authorized under section 212 (42 U.S.C. 17532)
		WIOA Title I – Native American Programs (29 USC 2911, 29 USC 2919)

Additional Partners

Partner Name	Program	Program Authority

Kentucky Career Centers	ATTACHMENT B

Area's KCC System consists of (#): _____ KCCs including:

Location Code	KY Career Center Name	Address	KCC Manager (if applicable)
1			
2			
3			
4			
5			

B. Administrative Structure – Attachment C

		Entity Name & Contact	Address	Email
1.	State Workforce Agency	Department of Workforce Investment, Office of Employment and Training Lori Collins	275 East Main Street, 2 W-A Frankfort, KY 40621	Lori.Collins@ky.gov
2.	Administrative Entity			
3.	Fiscal Agent			
4.	Chief Elected Official			
5.	KCC Operator			

Required Partner Services

ATTACHMENT E

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment K)			Service Delivery Method (Attachment K)	Location Code (Attachment B)
		Career	Training	Employer		

Required Partner Services: The table above identifies the services each required partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the KCC Services Document. The service delivery methods are identified by the codes listed in the KCC Services Document.

Additional Partner Services — ATTACHMENT F

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment K)			Service Delivery Method (Attachment K)	Location Code (Attachment B)
		Career	Training	Employer		

Additional Partner Services: WIOA Section 121(b)(2)(B) describes the types of programs that may be included as "additional" programs in the KCC delivery system. The table above identifies the services each additional partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the KCC Services document. The service delivery methods are identified by the codes listed in the KCC Services Document.

Per WIOA Section 121 (c) access to each partner's services and activities other than those identified in Section B will be provided as follows:

Partner Name	Program Name	Method of Access to Other Services

Treatment of Costs Chargeable to More than One Partner Program	ATTACHMENT I

Career Services: **Career Services offered through the KCC include:**

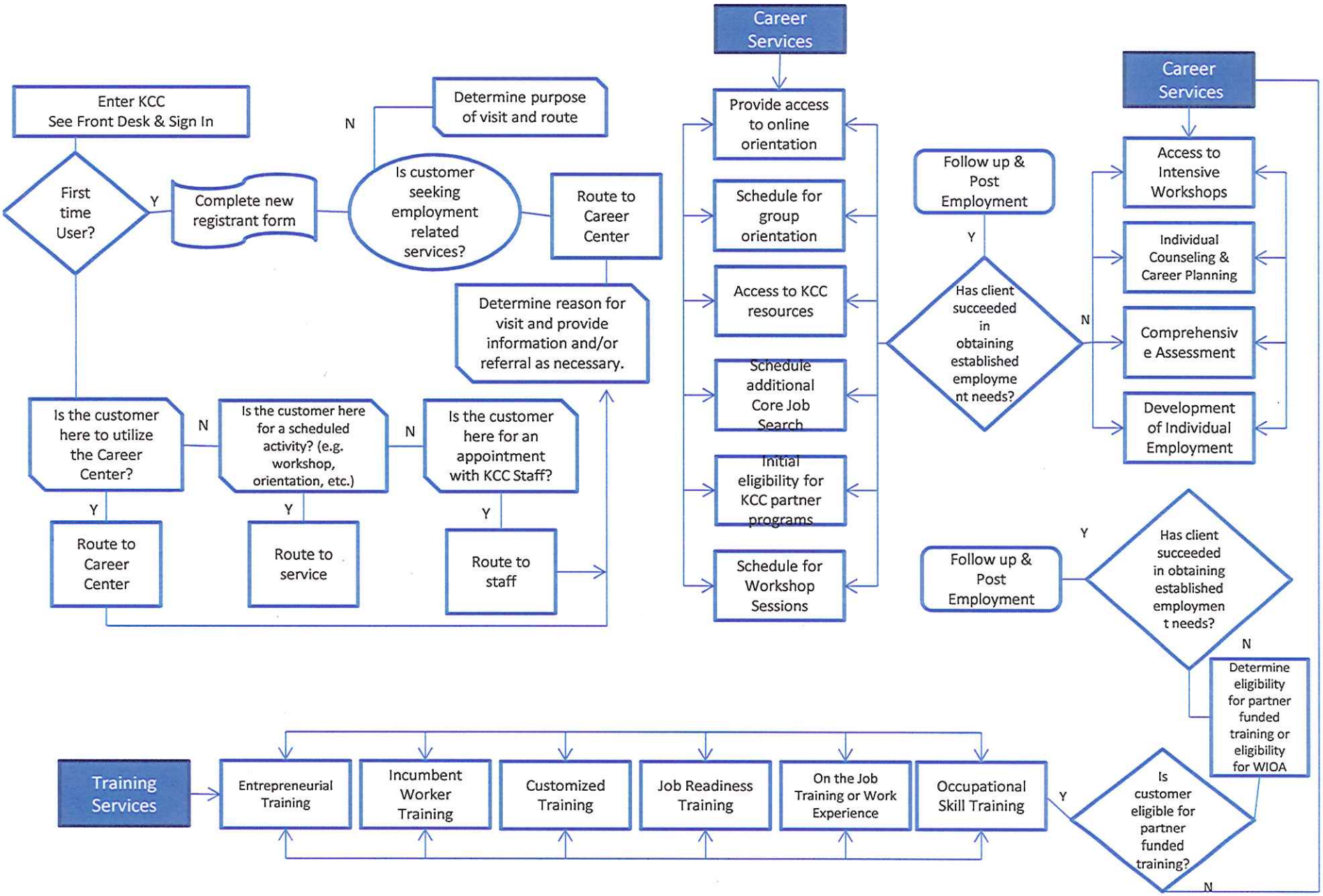
Training Services: **Training Services offered through the KCC include:**

Employer Services: **KCC services offered to employers include:**

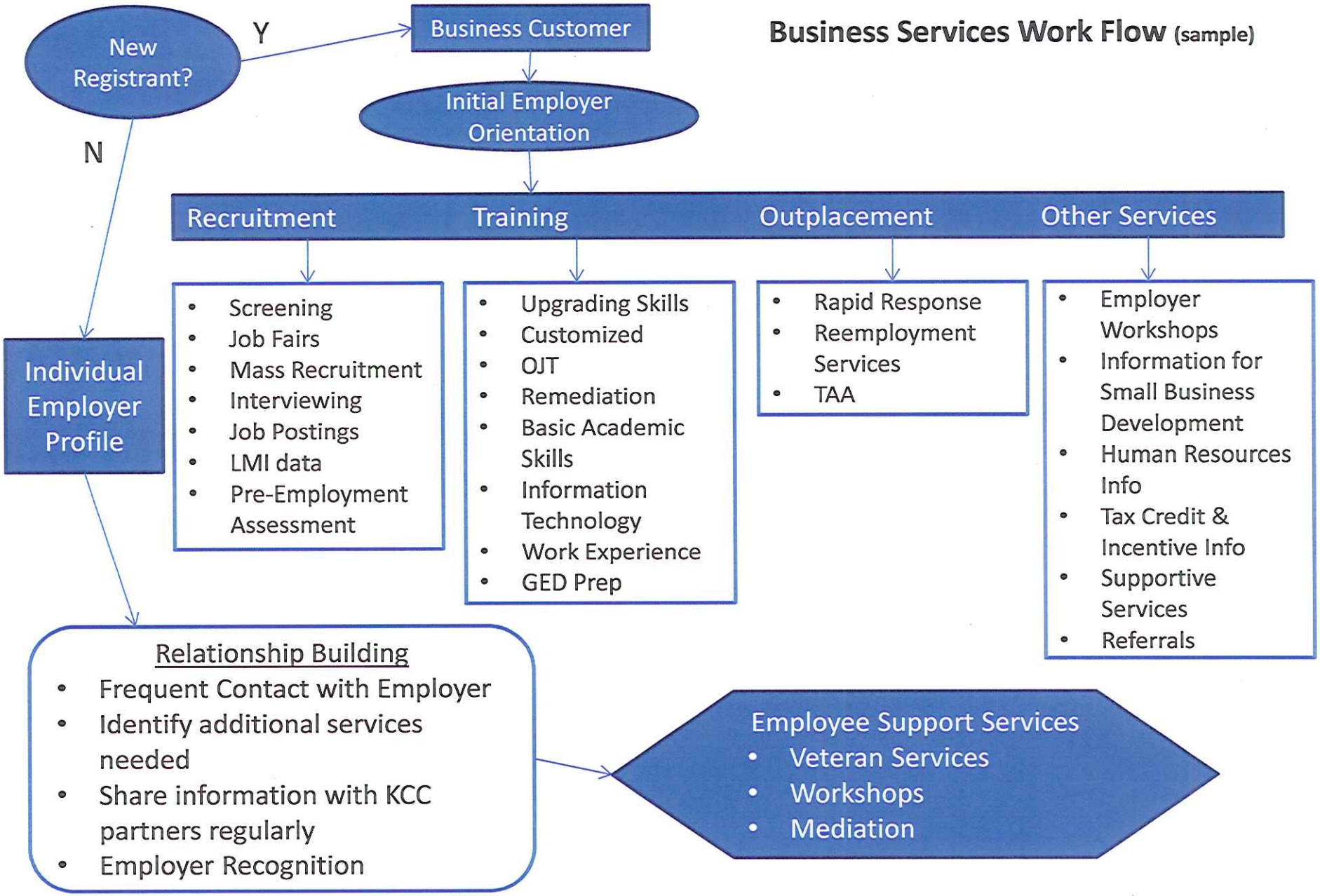
Service Delivery Codes:

Code	Method Description
FT	On-Site Staff Full Time
PT	On-Site Staff Part Time
C	Contracted Service On-Site Full Time
C/PT	Contracted Service On-Site Part Time
C/Off	Contracted Service Off-Site
T	Access Via Telephone
A	Access Via Automated System
B	Brochure/Handout
P	Posting at One-Stop Center
O	Other
NA	Not Applicable

Job Seeker Customer Work Flow (sample)

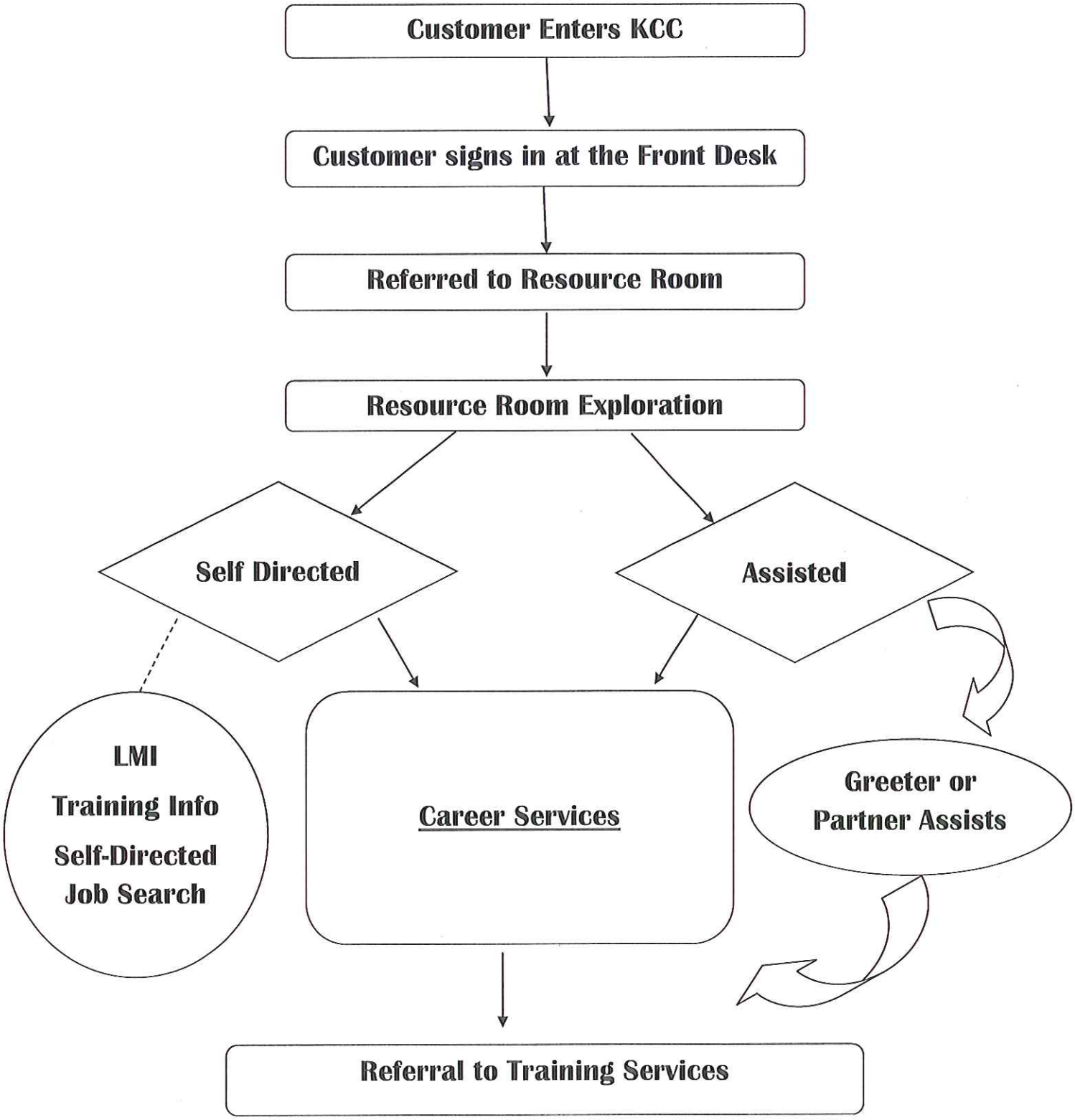


Business Services Work Flow (sample)



First Time Entry to Kentucky Career Center

Job Seeker Customer



Career Services: Career services include self-help services, services requiring minimal staff assistance and services requiring more staff involvement, generally provided to individuals unable to find employment through basic career services, and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.

2. **Outreach, Intake, and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the Kentucky Career Center (KCC), affiliate, or self-service location.

3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.

4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications,

SAMPLE

experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.

5. **Employment Statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see Kentucky LMI, https://kylmi.ky.gov/vosnet/Default.aspx and http://kentuckycareercenter.ky.gov/employer/LMI.aspx.

6. **Eligible Provider Performance and Program Cost Information:** Collect and provide information on:

   A. Eligible training service providers (described in WIOA Section 122).

   B. Eligible youth activity providers (described in WIOA Section 123).

   C. Eligible adult education providers (described in WIOA Title II).

   D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 2301).

   E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).

7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.

8. **Supportive Services' Information:** Collect and provide information on services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.

9. **Unemployment Compensation:** Collect and provide information on filing claims for state benefit payments that protect individuals from economic insecurity while they look for work. Claims may be filed on-line or via telephone available in the KCC.

SAMPLE

10. **Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.

11. **Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment.

12. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:

    A. Diagnostic Testing and use of other assessment tools; and

    B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

13. **Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.

14. **Group Counseling**

15. **Individual Counseling and Career Planning**

16. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).

17. **Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

Training Services: Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

SAMPLE

1. **Occupational Skills Training**: An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.

2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages.

3. **Workplace and cooperative education**: Programs that combine workplace training with related instruction which may include cooperative education programs.

4. **Training programs operated by the private sector**

5. **Skills upgrading and retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.

6. **Entrepreneurial training**

7. **Job-readiness training**

8. **Adult Education and Literacy (ABLE) programs:** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job. Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.

SAMPLE

9. **Customized training**: Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training.

Employer Services: KCC services offered to employers include:

1. **Employer needs assessment**: Evaluation of employer needs, particularly future hiring and talent needs.

2. **Job posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool.

3. **Applicant pre-screening**: Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.

4. **Recruitment assistance**: Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitments.

5. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.

6. **Labor Market Information**: Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.

7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal bonding program, etc.

8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

SAMPLE

Service Delivery Codes:

Code	Method Description
FT	On-Site Staff Full Time
PT	On-Site Staff Part Time
C	Contracted Service On-Site Full Time
C/PT	Contracted Service On-Site Part Time
C/Off	Contracted Service Off-Site
T	Access Via Telephone
A	Access Via Automated System
B	Brochure/Handout
P	Posting at One-Stop Center
O	Other
NA	Not Applicable

SAMPLE